

## EXPENSES CLAIM FORM

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- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY		20/04/18		CLAIM REFERENCE:		Denh20-04-18		
								COST CENTRE (TEAM NUMBER / NAME):				120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below		FINANCE USE			
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS			AMOUNT CLAIMED	PROJECT CODE
RECEIPT DATE/ TRIP START		TRIP END																	TOTAL TRIP	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS		UK £	USE DROP DOWN LIST	CODE	
13/02/18				n/a	Royal Over-Seas League				Joining fee and subscription fee for Royal Over-Seas League				UK Travel & Accommodation 26001		1	N/A	1	418.00		120-26001-
28/02/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		2	N/A	1	15.00		120-26001-
01/03/18				n/a	External Meetings in London				Taxi in Wilmslow from train station				UK Travel & Accommodation 26001		3	N/A	1	14.00		120-26001-
06/03/18				n/a	External Meetings in London				Snack on train				UK Subsistence & meals 26001		4	N/A	1	4.60		120-26001-
16/03/18				n/a	External Meetings in London				Train ticket				UK Travel & Accommodation 26001		5	N/A	1	63.83		120-26001-
14/03/18				n/a	External Meetings in London				Snack at London City Airport				UK Subsistence & meals 26001		6	N/A	1	10.19		120-26001-
16/03/18				n/a	External Meetings in London				Taxi from Station				UK Travel & Accommodation 26001		7	N/A	1	8.00		120-26001-
17/03/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		8	N/A	1	18.00		120-26001-
17/03/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		9	N/A	1	5.00		120-26001-
18/03/18				n/a	External Meetings in London				Train ticket				UK Travel & Accommodation 26001		10	N/A	1	184.50		120-26001-
18/03/18				n/a	External Meetings in London				Train ticket				UK Travel & Accommodation 26001		11	N/A	1	57.00		120-26001-
19/03/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		12	N/A	1	8.60		120-26001-
22/03/18				n/a	External Meetings in London				Snack in London				UK Subsistence & meals 26001		13	N/A	1	7.29		120-26001-
07/04/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		14	N/A	1	7.00		120-26001-
08/04/18				n/a	Data Protection Conference - Manchester				Taxi in Manchester				UK Travel & Accommodation 26001		15	N/A	1	5.00		120-26001-
09/04/18				n/a	Travel to Brussels				Snack at Manchester Airport				UK Subsistence & meals 26001		16	N/A	1	6.48		120-26001-
12/04/18				n/a	Cyber Sewcurity Conference - Manchester				Taxi in Manchester				UK Travel & Accommodation 26001		17	N/A	1	70.00		120-26001-
17/04/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		18	N/A	1	16.00		120-26001-
18/04/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		19	N/A	1	7.00		120-26001-
18/04/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		20	N/A	1	16.00		120-26001-
19/04/18				n/a	External Meetings in London				Taxi in London				UK Travel & Accommodation 26001		21	N/A	1	7.00		120-26001-
Enter any notes relating to this claim here																				
Claimant declaration: Elizabeth Denham												TOTAL EXPENSES INCURRED 948.49								
												CASH ADVANCE RECEIVED								
												TOTAL CLAIMED/(REPAID TO FINANCE) 948.49								
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.																				
Heather Dove				Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.										NO ERRORS n/a n/a n/a						

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[illegible]

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NAME:					James					Dipple Johnstone					DATE OF CLAIM: DD/MM/YY		09/04/18		CLAIM REFERENCE:		Dipp09-04-18							
										COST CENTRE (TEAM NUMBER / NAME):					SELECT COST CENTRE HERE			overwrite this cell with currency if "other" selected below		FINANCE USE								
DATE & TIME (FOR SUBSISTENCE CLAIMS)					REASON FOR TRIP					DESCRIPTION OF EXPENSE					CATEGORY		RECEIPT NUMBER	NO. MILES	NO. PASSENGERS			AMOUNT CLAIMED	PROJECT CODE					
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP																		CHOOSE CURRENCY						
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS	WHY YOU TRAVELLED					WHAT YOU PAID FOR					CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS		UK £	USE DROP DOWN LIST		CODE		
20/03/18		00:07:56		22/03/18		21:00:00		68.87	PWC/ICO secondments meeting, ALBs EU exist discussion, ICO/NCSC/DCMS					Incidental o/n expenses (x 2)					UK overnight incidental allowance 26001		N/A			N/A	10.00	NO PROJECT - 0000		SEL-26001-0000
23/03/18		00:07:15		24/03/18		00:07:20		24.00	Cambridge Analytica investigation/raid					over 24 hrs subsistence (minus £5.84 - Pret A Manger and £2.90 - Ritazzo spent on ICO credit card)					UK Subsistence & meals 26001		0			N/A	21.26	NO PROJECT - 0000		SEL-26001-0000